

**Request For Qualifications (RFQ)**  
**Catawba County Jail Expansion Project**  
**Architectural Services**

**July 10, 2003**

**I. Introduction**

Catawba County is soliciting a qualifications statement from architectural firms (hereinafter "Firm") for contract services related to the preparation of design drawings, specifications, bid documents, bid recommendation and construction administration and possibly project management for the Catawba County Jail Expansion, Justice Center, Newton, North Carolina. Catawba County reserves the right to reject any and all submittals.

Statement of qualifications shall be submitted to Debbie Anderson, Purchasing Agent (828-465-8224) Catawba County, PO Box 389, 100A South West Blvd., Newton, NC 28658, no later than 5:00 P.M., August 18, 2003. Eight copies shall be submitted.

Firms shall include a statement of qualifications of both the firm and person(s) directly responsible for the work, including a list of similar projects completed by this firm within the Firm and by said responsible person(s).

The selected Firm should be prepared to have this project ready for bid by May 1, 2004.

**II. Background**

The current Catawba County Jail is part of, and represents approximately 30 percent (27,000 square feet) of, the space of the total Justice Center located on the County Government Center Campus on Highway 321 Business in Newton. Average daily inmate populations experienced at the existing Jail in Newton had continuously exceeded its capacity for some time. This, despite the fact that the County, for the past eight years had also shared additional jail space with Burke County in a jointly owned facility in Morganton, North Carolina; known as the Burke-Catawba District Confinement Facility (hereinafter "DCF"). A study of jail needs and possible development options for expansion of County Jail Space has been completed by Solutions for Local Government, Inc., Charlotte, North Carolina. The Executive Summary of this study can be found on the County's WEB site at [www.catawbacountync.gov](http://www.catawbacountync.gov) under News & Notices/Bid Notices/Bid #04-1001.

### **III. Project**

Provide 200 total jail beds using existing Jail facility and building additional space.

- Provide 128 new Jail beds
  - 48-bed Initial Housing unit
  - 32-bed Special Management/High Security Housing Unit
  - 48-bed General Purpose/Medium Security Housing Unit
- Renovations and utilization of existing Jail facility would accommodate
  - 48-bed Female Housing Unit
  - 24-bed Male < 18 Housing Unit

Total Jail beds available at Newton Facility: 200

Jail beds remaining available at DCF: 79

Total Jail beds available upon completion: 279

- Footprint for future Jail Expansion

Firm shall review the completed Executive Summary and detailed Facility Program Document as prepared by Solutions for Local Government, Inc., Charlotte, North Carolina. Firm shall carefully review these documents and work with County staff to determine the feasibility of the Facility Program Document and convert these findings into a satisfactory construction design.

Firm shall supply complete design and construction services including schematic design, design development, construction documents, bidding services, construction administration and possibly project management.

### **IV. Selection Process**

The deadline for receipt of qualifications statement is 5:00 p.m., August 18, 2003. A Jail Expansion Committee composed of the Project Coordinator, Sheriff and Jail staff, Finance Director and the Purchasing Agent will review all submitted qualification packages that adhere to the requirements contained in this document. The criteria by which the packages will be evaluated include:

1. Firm's understanding of project objectives.
2. Firm's approach to a project of this nature. Firm's demonstrated ability to take a current Jail Expansion Program Study and convert into construction design.
3. Firm's resources and capacity.

4. Qualifications of principals to perform the work and the level of involvement in the project.
5. Qualifications of project manager and staff assigned to the project.
6. Firm's knowledge and demonstrated experience with jail construction.
7. Firm's familiarity with North Carolina Jail standards, Department of Insurance Requirements and Human Resource Jail & Detention Branch.
8. Schedule for completion of tasks.

Depending on the number of Qualification packages received by the County, several Firms may be selected to a "short list" invited to make oral presentations to the Jail Expansion Committee. **A tentative schedule for the oral presentations is September 9, 10, 11, 2003.**

**V. Contents of Qualification Statements**

Qualifications shall be submitted on 8 1/2" x 11" paper, side bound with Table of Contents and reference tabs for key sections. Eight bound copies should be submitted.

Qualification Statement shall include:

- Firm name, address, telephone number, fax number, e-mail address, and contact person(s).
- Year in which the firm was established and any former names under which the firm operated.
- Name and office location of all personnel who will be assigned to this project. Names of key personnel who would be available to work on this project.
- Resumes of project manager and design team members for this project. Professional affiliations and licenses of key personnel.
- Statement of the qualifications of the Firm and its key personnel who would work on this project with particular regard to the evaluation criteria listed above under "Selection Process".
- Understanding of the scope of work.
- Approach to the design process.
- Unique qualifications or work methodology.

- Track record of bringing in projects on time and within budget.
- Describe the Firm's approach to and/or method of cost control and project scheduling
  - (1) Current workload and percentage of availability
  - (2) Quality control and assurance process
- List of previous clients for work similar to this project, Include name and location of project, brief description and Firm's and key personnel's involvement, name of project manager and telephone number, date and value of the project.
- Tentative plan and time frame for approaching the project.
- Hourly billing rates charged by your Firm for each position type.

Statement of Qualifications shall be shipped or delivered no later than 5:00 p.m. August 18, 2003 to:

Debbie Anderson, Purchasing Agent  
 Catawba County  
 100A South West Blvd.  
 Newton, NC 28658

Questions regarding this Request for Qualifications should be directed to John Hardy, Project Coordinator (828) 659-5901 or [johnh@catawbacountync.gov](mailto:johnh@catawbacountync.gov)